



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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FIRST ENDORSEMENT on MPSA-OMM memorandum of 17 Oct 00

From: Commander, Naval Supply Systems Command

Subj: ITEMS CONSIDERED OFFICIAL BUSINESS

1. The basic correspondence lists items recently approved for mailing using appropriated fund postage.
2. Personnel authorized to mail these items are required to use envelopes with their command's preprinted return address. In addition, the delivery address must NOT be handwritten.
3. Request you forward this correspondence to all activities under your cognizance, and request they disseminate via plan of the day notices, base newspapers, and other media.
4. Questions on the contents of this memorandum should be directed to Mr. Alan L. Hass, 717-605-5894 or DSN 430-5894.


E. DEMETERY
By direction

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Subj: ITEMS CONSIDERED OFFICIAL BUSINESS

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REPLY TO
ATTENTION OF

MPSA-OMM

17 October 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Items Considered Official Business

The consolidation of personnel offices and other functions has created the necessity to mail many transactions that were previously handled in person. The Office of the Assistant Secretary of Defense Force Management Policy determined the items listed below are valid, official business items. These items may be mailed using appropriated fund postage.

- a. Military/civilian retirement packages.
- b. Items sent to various enlisted promotion boards and officer selection boards after the command sent the initial package.
- c. Individual requests for microfiche copies of their military and civilian personnel file.
- d. Changes to an individual's Thrift Savings Plan account.
- e. Changes to an individual's Government sponsored life/health insurance policy.
- f. Requests by military personnel that they be added to the housing list at their next duty stations.

Leonard A. Bartels
DOD Official Mail Manager

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